

To: Council Members  
From: Inspector Lucy Gerold  
Subject: IACP Conference

*As previously distributed to  
Council Members — More  
information to be distributed  
② Committee Mtg.*

The Minneapolis Police Department is taking the City's current financial situation very seriously. We like other departments have are working diligently to trim our budget and make cuts to absorb our share of the anticipated state LGA shortage.

With that in mind, it is difficult to ask you to make a commitment to the IACP conference given the other priorities with which you are wrestling. However, the 1996 City Council, through council action, agreed to support the funding of this conference recognizing that the obligation could be \$400,000-\$600,000. Subsequently, a contract was signed, March 28, 1996, between the City of Minneapolis and the International Association of Chiefs of Police to host the 2002 conference.

We are now in a position where we are planning and attempting to implement this contract. The various responsibilities we have to the conference require us to raise funds to pay for them. The Greater Minneapolis Convention and Visitors Association is assisting us as an advisor, managing the fundraising and signing contracts with the entities necessary to fulfill our obligations.

While the Greater Minneapolis Convention and Visitors Association is confident they will be able to raise the necessary funds, and this conference has shown great success in past host cities, the GMCVA wants the City of Minneapolis to guarantee any gap between expenses and fundraising so their operating budget is not obligated.

It is estimated that this international conference will bring 16,000 visitors and \$16 million to the local economy. With only eight months until the event we are well past the point where we can simply walk away from the contract. Doing so could mean facing legal ramifications.

Please see the attached.

February 7, 1996

Council Member Joe Biernat, Chair  
PUBLIC SAFETY & REGULATORY  
SERVICES COMMITTEE  
Room 307, City Hall  
Minneapolis, MN 55415

Council Member Joan Campbell, Chair  
WAYS& MEANS BUDGET COMMITTEE  
Room 307, City Hall  
Minneapolis, MN 55415

RE: INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE (IACP)  
CONFERENCE IN THE YEAR 2002

Dear Council Members Biernat & Campbell:

The Minneapolis Police Department and the Greater Minneapolis Convention and Visitors Bureau have been invited to bid for the International Association of Chiefs of Police (IACP) annual conference in the year 2002. The dates of the conference will be October 3-10, 2002.

The Police Department, in conjunction with Peter Hedlund of the Convention Center, have identified approximate costs for hosting the convention to be between \$400,000 and \$600,000 in cash and in-kind services. The conference is expected to draw approximately 10,000 people from throughout the world. The affect on our local economy is projected to be \$8,000,000, with an additional \$200,000 going to the Convention Center for rental fees, food and beverages. The due date for the receipt of the bid is **March 10, 1996**.

The City of Minneapolis and the Police Department last hosted this event in October 1, 1991. As a result, the City and the Police Department received nothing but positive remarks from the IACP, City Council, and other local, state, and national law enforcement agencies. The City also benefited from 8,000 attendees who put approximately 8 million dollars into the local economy.

**RECOMMENDATION:**

The Minneapolis Police Department requests permission to go forward with the bid proposal to host the International Association of Chiefs of Police (IACP) conference in the year 2002.

Respectfully submitted,

ROBERT K. OLSON  
Chief of Police  
Minneapolis Police Department

RKO:njw

**PS&RS & W&M/Budget - Your Committee**  
recommends approval to proceed with a bid  
proposal for the City to host the International  
Association of Chiefs of Police (IACP)  
Conference to be held October 3-10, 2002, at a  
cost to the City of approximately \$400,000-  
\$600,000 in cash and in-kind services, with the  
understanding that the benefit to the local economy  
is projected to be \$8,000,000, with an additional  
\$200,000 going to the Convention Center for  
rental fees, food and beverages.

Adopted. Yeas, 13; Nays none.

Passed February 23, 1996.

Approved February 26, 1996. J. Cherryhomes,  
Acting Mayor.

Attest: M. Keefe, City Clerk.

MINNEAPOLIS POLICE DEPARTMENT  
350 South 5th Street - Room 130  
Minneapolis MN 55415-1389

Office (612) 673-2853

Robert K. Olson  
Chief of Police



April 25, 2000

Council Member Joe Biernat, Chair  
PUBLIC SAFETY & REGULATORY  
SERVICES COMMITTEE  
Room 307 City Hall  
Minneapolis, MN 55415

Council Member Joan Campbell, Chair  
WAYS & MEANS BUDGET COMMITTEE  
Room 307 City Hall  
Minneapolis, MN 55415

Dear Council Members Biernat and Campbell:

**SUBJECT: PERMISSION TO ACCEPT DONATIONS FOR THE IACP CONVENTION**

The Police Department requests permission to accept donations for the IACP Convention scheduled for October 2002. Minneapolis is the host for this convention and will be responsible for arranging banquets, transportation, hospitality, entertainment and special events.

The cost for the Convention is expected to exceed \$1,000,000 and Minneapolis is responsible for raising this money.

**RECOMMENDATION**

The Minneapolis Police Department respectfully requests that the proper officials be authorized to accept donations for the Greater Minneapolis Convention and Visitors Association to work towards the October 2002 IACP Convention to be held in Minneapolis in October 2002.

Sincerely,

ROBERT K. OLSON  
Chief of Police  
Minneapolis Police Department

RKO:cjs

**POARS & W&M/Budget - Your Committee recommends that the proper City Officers be authorized to accept donations on behalf of the Greater Minneapolis Convention and Visitors Association for the International Association of Chiefs of**

**Police (IACP) Convention to be held in Minneapolis during October 2002.**

**Adopted. Yeas, 13; Nays none.**

**Passed May 19, 2000.**

**Approved May 25, 2000.**

**S. Sayles Belton, Mayor.**

**Attest: M. Keefe, City Clerk.**



## Request for City Council Committee Action

Date August 29, 2001

To PS & RS Committee  
Referral to Ways & Means Committee

Prepared or Submitted by Director Lucy Gerold Phone X3555  
Approved by – Director Lucy Gerold 

**Subject: IACP 2002 Convention**

**Presenters in Committee – Director Lucy Gerold or Designee**

### Recommendation

- 1 – That Council Action approved May 25, 2000 authorizing City officers to accept donations for the GMCVA be rescinded.
- 2 – That authority be given to enter into an agreement with the GMCVA to perform these functions, and to assist with convention planning and implementation.

### Financial Impact (Check those that apply)

☒ **XX** No financial impact (If checked, go directly to Background/Supporting Information)

- ☐ Action requires an appropriation increase to the Capital Budget
- ☐ Action requires an appropriation increase to the Operating Budget
- ☐ Action provides increased revenue for appropriation increase
- ☐ Action requires use of contingency or reserves
- ☐ Other financial impact (Explain):

☐ Request provided to the Budget Office when provided to the Committee Coordinator

### Background/Supporting Information

In 1996, the GMCVA and the Minneapolis Police Department obtained authorization to bid for the IACP 2002 convention. The bid was successful, and the GMCVA and MPD wish to enter into an agreement whereby the GMCVA will receive and disburse donated funds for convention expenditures and provide assistance to the MPD in hosting the convention.

**PS&RS & W&M/Budget - Your Committee, having under consideration the 2002 International Association of Chiefs of Police Convention to be hosted by the Minneapolis Police Department, now recommends the following:**

a. that report passed May 25, 2000 authorizing the proper City Officers to accept donations for the Greater Minneapolis Convention & Visitors Association (GMCVA) be rescinded.

b. that the proper City Officers be authorized to execute an agreement with the GMCVA whereby the GMCVA will receive and disburse donated funds for convention expenditures, and shall provide the Police Department with assistance in the planning and implementation of the convention.

Adopted. Yeas, 12; Nays none.

Passed September 28, 2001.

Approved October 4, 2001.

S. Sayles Belton, Mayor.

Attest: M. Keefe, City Clerk.

**International Association of Chiefs of Police  
HOST CHIEF/HOST CITY RESPONSIBILITIES  
IACP ANNUAL CONFERENCE**

**Revised by the IACP Executive Committee  
December, 1995**

The impact the IACP annual conference has on our Association cannot be overstated. Historically, membership activities such as training, election of officers, and association business have occurred during this event. This does not include the economic impact that this important meeting has on the future of IACP. Without the revenue generated from this meeting, the association's very existence would be in jeopardy. Due to the impact of the annual conference, our forbearers wrote Rule XVI "Annual Meeting."

Section 2. Local arrangements - The executive head of the police department of the Host City or some other appropriate official designated by him shall be responsible to the Association for local arrangements. He may create a local sponsorship to the meeting. It shall be the duty of the Executive Director to prepare the program for the annual meetings of the Association, to review plans proposed by the official or committee responsible for local arrangements, and to conduct all administrative work necessary to a successful meeting.

As you can see, the rules leave wide policy areas open to allow each Host City to arrange its city's effort in hosting the conference.

However, many years of experience have given way to lessons learned. The Executive Committee has, therefore, developed specific responsibilities for the Host City which they believe gives the Association the best chance for a successful meeting. These responsibilities should be considered essential for the success of the conference, overall good of the Association, and the image of the Host Chief Operating Officer and Host City.

An invitation to host the IACP Annual Conference is considered an honor for both the Host Chief Operating Officer and the Host Community. Because of the logistics and work required, the request for consideration as a Host City MUST come from the Chief Operating Officer. The Chief Operating Officer MUST be a member in good standing of the International Association of Chiefs of Police, Inc.



The Chief Operating Officer of the city in which the conference is held is referred to as the "Host Chief," and his police department as the "Host Department."

The conference sites are chosen by the IACP Executive Committee six (6) years in advance, and are subject to inspection and approval by IACP representatives before a final decision is made.

One (1) Vice President and/or one (1) other person appointed by the President, the Executive Director or his/her designee, and the Conference Manager will be the IACP representatives who, together, will visit the proposed sites, and present a written report to the Executive Committee. The Executive Committee will make the final decision as to which site is chosen.

IACP representatives for the conference site, and the Chief Operating Officers or his/her designee will inspect and recommend the participating hotels for the conference.

The conference will be held annually on a date and in a place approved by the Executive Committee. Generally, late October is preferred. The dates, and the conference site, will be published six (6) years in advance of the conference.

Conference dates are designated by IACP after consultation with the Host Chief, and the availability of the convention center and hotels is ascertained. The conference is a five (5) day meeting, opening on Saturday and closing on the following Wednesday, at the conclusion of the Annual Banquet.

A convention center is required to house exhibits and meetings.

An exhibition of police equipment, products and services is held in conjunction with the conference. The exhibition opens on Sunday morning and closes on Tuesday afternoon. The exhibit hall must be available to move in exhibits at 8:00 a.m. on the Tuesday prior to the conference.

Program activities at the conference are not open to the general public. Attendance is limited to IACP members, their guests, and those exhibitor representatives registered for full conference participation. For each of the past several years between 6,500 and 11,000 persons have attended the IACP conference. These Host Chief/Host City Responsibilities are based, at this time, on requirement needs to handle a maximum delegation of 10,000. If attendance increases significantly, the Host Chief and Host City will be notified well in advance and are expected to adjust accordingly. A history of registrations from previous conferences will be provided by the Executive Director.

## **PROCEDURES FOR INVITING THE IACP CONFERENCE TO YOUR CITY**

Early in the year a letter will be sent to the chiefs in the region designated for the next open year. Selection of the conference site is made six (6) years in advance.

Initially, a letter of request to host the conference from the Chief Operating Officer and the City Mayor and/or City Manager is required, and must be received at IACP Headquarters in order to be considered as a future conference destination.

A complete written proposal from the Host Chief and the Convention and Visitors Bureau must be submitted to IACP Headquarters for review. Deadline dates for this written proposal will be established and published in the request for proposal sent from IACP to the bidding cities.

The written proposal will contain:

- \* the facilities available for exhibits and meetings
- \* cost of the facility for the year bidding
- \* floor plan for exhibit space with maximum - 10' X 10' booths and 10' aisles drawn to capacity
- \* labor union costs
- \* list of hotels with the number of committable rooms and suites
- \* map indicating convention center, hotels and their distance from the convention center
- \* indication of where Host Chief's Night would be held
- \* hotel rack rates for October (of the current year)
- \* tax rate for rooms
- \* tax rate for meals and
- \* other information as requested by the Conference Manager and included in the bid packet.

The proposals will be evaluated by the Executive Director or his/her designee(s), one (1) Vice President as appointed by the President, and the Conference Manager approximately one (1) week after the deadline date established for the receipt of proposals.

A maximum of four (4) cities meeting all of the necessary criteria will be asked to give presentations at the Spring/Summer meeting of the Executive Committee. The presentations should be made by the Chief Operating Officer and a representative of the Convention and Visitors Bureau, and should be limited to thirty (30) minutes. Any audio visual equipment or special aids required for the presentation will be the sole responsibility of the city making the presentation.

IACP cannot defray any expense incurred by persons attending the meeting of the Executive Committee for the purpose of making presentations to host a future IACP conference.

After the presentations are made, members of the Executive Committee will use a process of elimination (i.e. a series of votes) to select two (2) cities as their tentative choices as the future conference site. The two cities chosen by elimination will be subject to an on-site inspection by the inspection team, and a final vote of the Executive Committee.

IACP Executive Committee policy stipulates that an on-site inspection will be a part of the selection procedure. Following the designated meeting of the Committee, an on-site inspection will be conducted of the two (2) cities selected by the Executive Committee.

The inspection team will consist of one (1) Vice President and/or one (1) other person appointed by the President, the Executive Director or his/her designee and the Conference Manager. The purpose of the site visit is to validate the adequacy of facilities, services, and support for the conference. Particular attention is given to hotel accommodations, exhibit space, meeting rooms, facilities for receptions and food functions, and support of the city and area police officials.

The Chief Operating Officer of cities where an on-site inspection is conducted will be required to defray travel and living expenses for the inspection team. These expenses will include hotel accommodations, travel costs, and a meal allowance of a minimum of \$40 per day for each member of the inspection team. The Chief Operating Officer may request that these expenses be defrayed by the city's Convention and Visitors Bureau, Chamber of Commerce, or other appropriate city agency.

The final decision on the selection of the future conference site and date is made by the Executive Committee at the last meeting preceding the Annual Conference. The Executive Committee will review the inspection team's report which will be sent to the Executive Committee prior to the last meeting preceding the October conference for review.

Two and one half (2 1/2) years prior to the dates the IACP Conference is scheduled to be held in the selected city, a reaffirmation of the city's ability to host the conference will be made. A meeting will be held between the host department, host city representative and the IACP Executive Director or his/her designee. If, for any reason, the city can no longer meet the requirements of these responsibilities, or the host department no longer supports its commitment to the success of the IACP conference, IACP will have the right to reevaluate its decision to hold the conference in that city.

Should the Executive Director deem the city unable to host the conference, he/she shall place the issue before the Executive Committee at the Committee's next meeting. After review of the current status of the city's capabilities, the Executive Committee will vote to stay or withdraw. If the association should decide to withdraw from a city, IACP will suffer no financial penalties, contracted or otherwise, as a result.

### **HOST CHIEF RESPONSIBILITIES**

A large conference such as the IACP Annual Conference, will bring to the Host City revenues, in taxes and other expenditures of the attendees, in the approximate sum of six (6) to nine (9) million dollars. Therefore, it is anticipated that costs will be incurred by the Host Department and Host City for goods and services associated with the conference. The costs incurred will vary dependent upon the actual cost of the required services as outlined in these Host Chief/Host City Responsibilities to the particular Host City selected.

The IACP bears no responsibility relative to obtaining sponsors for various Host Department events such as tours, meal functions, entertainment, gifts, etc.

All social events sponsored by the Host City will be approved by the Executive Director so as not to conflict with the official program of the Association. IACP will not be responsible for any cost incurred by the Host City.

The Host Department will be responsible for the following:

1. Board of Officers Meeting - The Host City will be asked to host a meeting of the IACP Board of Officers which will be scheduled early in the year prior to the conference being held in that city. The meeting will be held in the Host City. The Host City is required to defray living expenses of the Board of Officers (approximately 12 persons) and IACP staff approximately four (4) persons incurred during this visit. These expenses will include hotel accommodations, and a meal allowance of a minimum of \$40 per day for each IACP Board member and staff attending. Travel expenses will be the responsibility of IACP.

2. Attendance at Prior Conferences - The future Host Chief or his/her designee and his/her liaison officer(s) are required to attend a minimum of two (2) IACP conferences prior to the year the conference is held in their city.

Booth space will be provided by IACP at the annual conference for the Host City of the next year to promote their conference. This booth can be staffed by the Host Department, Convention and Visitors Bureau personnel, or designees of the Host Chief.

IACP will waive the conference registration fee for a maximum number of five (5) Host Chief/Host City personnel staffing this booth.

3. Host Chief's Night - On Tuesday night the Host Chief will provide a meal, beverages and entertainment for all registered delegates and exhibitors who have full conference participation. Presently, approximately 7,000 - 8,000 people attend this event annually.

The Host Chief is responsible for any and all facility rental charges and insurance requirements associated with Host Chief's Night.

4. Banquet Entertainment - The Host Chief will obtain entertainment of significant renown for the Annual Banquet. The entertainment must be approved by the IACP Executive Director prior to finalizing contractual agreements.

The sound system used in the facility must provide sufficient volume and amplification to accommodate clear, audible hearing for all attendees.

The Host Chief and his/her spouse or guest will be seated on the dais at the banquet. The Host Department will have three (3) complimentary tables, consisting of no more than eight (8) seats per table.

5. Transportation - The Host Chief will provide a car and driver to be individually assigned to each member of the Board of Officers for the duration of the conference. Three (3) cars and drivers, similarly, will be available for the use of IACP staff as designated by the Executive Director. In addition, there should be a pool of cars and drivers available for transportation of VIP speakers, special guests, IACP staff, and Past Presidents of IACP. These individuals may arrive up to two (2) days prior to the beginning of the conference and they may stay up to two (2) days following the last official day of the conference. These days should be included in the "duration of the conference" time span.

It is not the intent of this requirement that automobile transportation be provided for conference delegates. Any additional vehicles so provided by the Host City should not be identified as, or considered part of, the IACP official conference transportation.

A transportation desk will be operated by the Host Department and located within the Host Department operations room. All requests for transportation must be cleared by the transportation officer in close cooperation with IACP staff.

6. Shuttle Bus - In consideration of distances involved in the Host City's hotel proposal, the Host Chief or his/her designee will be responsible for arranging scheduled shuttle service, not to exceed a waiting period of twenty (20) minutes, between participating hotels and the convention center, whenever meetings and social events are being held, if this service is required because of hotel locations.

Hotels not within two (2) blocks or a two (2) minute walk of the convention center must have shuttle service. This service should be geared to official conference program activities, and should be available throughout the days of the conference. It is, therefore, in the best interest of the bidding city to propose facilities in close proximity to the major functions of the conference which will minimize the need for shuttle services.

Shuttle service will begin no later than 1 hour prior to the first published function of that day, and end no earlier than 1:00 a.m. throughout the duration of the conference. Shuttle service will begin on Saturday and continue through Wednesday of the conference. A small fee can be added to the hotel room rates to help offset the shuttle cost, not to exceed \$5.00. Any additional fee above and beyond the authorized \$5.00 must be approved by the Executive Committee in advance of publishing the official Housing and Registration form.

7. Security - The Host Chief is required to provide twenty-four (24) hour guard protection for the exhibits beginning at installation, and continuing through dismantling and removal of displays. Guards will be required at loading docks, at the firearms holding room, at entry doors, and on the exhibit floor during installation and dismantling. While the exhibits are open, guards will be required at entry doors and on the exhibit floor.

An armed security officer must be assigned to the delegate and exhibitor registration areas during operating hours.

Additional security may be required for the registration area if it cannot be secured during the hours it is not open.

An armed security officer must be assigned to the accounting department for the duration of the conference.

Security will work in close cooperation with the IACP staff to insure a smooth operation. The Host Chief is responsible in all cases for security of the conference in its broadest sense.

8. Spouse Program - The Host Chief will arrange, in close cooperation with IACP staff, programs to insure that spouses attending the conference are provided with suitable activities, entertainment and refreshments. These activities should be scheduled during the hours that the delegate registration area is open throughout the duration of the conference.

If a tour company will be offering paid tours, IACP will publish the schedule in the Police Chief magazine. Other activities and entertainment should be planned for the spouses hospitality room for those who do not attend the paid tours. The tour schedule should be arranged so as not to conflict with IACP programming.

9. Spouses Workshops - The Host Chief will arrange for at least three (3) informative workshops for the spouses during the times meetings are being held by conference delegates.
10. Invitations to Dignitaries - The Host Chief will extend his/her welcome to the delegates during the Opening Ceremony and has the option to invite state and local dignitaries such as the Governor, Attorney General of the State or Province, Mayor of the Host City, and other notable officials to attend the conference. These dignitaries should also be invited to give a brief welcome at the Opening Ceremony. All invited guests must be confirmed, and a biographical description of each speaker must be sent to IACP at least sixty (60) days prior to the beginning of the conference.

IACP cannot bear any of the expense incurred by the attendance of such dignitaries, and IACP staff will be notified in advance of who will be speaking at the Opening Ceremony.

11. Letters of Welcome - The Host Chief should obtain letters of welcome and photographs for the official conference program from the Governor, Attorney General of the State or Province, Mayor of the Host City, as well as his/her own Host Chief's letter of welcome at least thirty (30) days prior to the printing of the official conference program.



12. Voting Machines - If voting machines are to be used, the Host Chief shall arrange and pay for the delivery and installation of an appropriate number of machines during the afternoon preceding the election of officers on Tuesday. The Host Department may also be required to obtain the services and pay for printing of the ballots, should they be needed by the election commission.
13. Gifts or Welcome Bags - Welcoming gifts or gift bags are provided by the Host City and used to convey notebooks, pens, entertainment areas, special restaurant information, or other material the Host Chief and his/her committee may want the delegates to have. The gift bags are not intended to be used for the distribution of campaign literature, or to distribute information on police programs, products or services unless they are offered by, or have the official support of, IACP. Any items of commercial value which are to be placed in the bags must first be approved by IACP.
14. Publicity - Cooperation of the Host Chief is vital for IACP to establish contact in advance with local, state and regional news media.

At least sixty (60) days in advance of the conference, the Host Chief shall have prepared a list of news media addresses, telephone numbers, and contacts. A copy of this list shall be furnished to the Executive Director of IACP for pre-conference press releases.

15. Press Room and IACP Operations Room Personnel - The Host Chief will designate a person skilled in public information dissemination to assist IACP staff members assigned to the Press Room. The person should be familiar with the local news people and be able to address their needs.

In addition, the need for secretarial/clerical assistance will be required. The Host Chief should assign one (1) person to provide this assistance for the duration of the conference.

The Host Chief will also assign one (1) clerk/typist to assist in the IACP Operations Room for the duration of the conference.

16. Message Center - The Host Chief will provide a message center for the attending delegates at a convenient location within the convention center. The message center will be open during the times which delegate registration is open.

17. Host Chief Command Post - A room will be assigned to the Host Chief as an office/command post for the duration of the conference.
18. Host Department Liaison Officer - The Host Chief will provide to IACP staff the name or names of contact personnel within his/her agency who will be administering the conference for his/her city. This information should be provided as soon as such a person is designated as "Host Department Liaison Officer", but not later than two (2) years prior to the conference scheduled in that city. It has been the experience of IACP that a command officer, with considerable latitude to make necessary assignments, works best.
19. Registration of Host Department Personnel - The Host Chief is requested to furnish IACP Headquarters with a list of personnel assigned to conference duties four (4) months prior to the conference. Names and ranks are needed, as well as individual conference assignments. IACP will provide complimentary registrations to all Host Chief/Host City personnel directly involved in and working at the conference. Thirty (30) days prior to the conference, an update of this list is required for inclusion in the official conference program.
20. Budget Report - A report of receipts and expenditures must be prepared by the Host Chief indicating the source and amount of funds received, and the purpose of funds expended. The report must be submitted to the Executive Director in accordance with financial guidelines established by IACP. This report should be submitted to the Executive Director no later than four (4) months following the conference.
21. IACP Law Enforcement Torch Run Committee 5K Fun Run/Walk - The Host Chief and Host City will work directly with IACP to coordinate all requirements (to include sponsors, permits/licenses, race management, etc.) for the 5K Fun Run/Walk. All proceeds obtained from this event will be paid to the IACP Law Enforcement Torch Run Program.

## **HOST CITY/CONVENTION AND VISITORS BUREAU REQUIREMENTS**

IACP will require assistance from the Host City for general information, photographs, and other related activities attendant to the Host City and facilities.

The person assigned to the IACP account will work in close relationship with staff at IACP Headquarters from the time of the original site inspection through the conclusion of the conference. This will allow IACP to advertise in the Police Chief magazine the conference, and the Host City activities.

1. Hotel Accommodations - Presently, 4,000 - 4,500 class "A" hotel sleeping rooms, and fifty (50) hospitality suites are required. Preferably one (1) hotel will have 750 rooms or more. The balance may be divided among neighboring hotels preferably within a two (2) mile radius of the convention center, using as few properties as possible. Conference headquarters will be the convention center.

Preferably, one of the hotels nearest the convention center, or the convention center itself, will have a ballroom to accommodate a minimum of 2,000 persons seated in rounds of eight (8), a two (2) tiered head table 90' long, and an entertainment stage for the Annual Banquet.

IACP will also require a hold on all meeting room space in the convention center, and some meeting room space at the participating hotels.

Each participating hotel will be required to provide display space for campaign material within their hotel for electioneering. Each candidate will be allowed this space for material (i.e. table, chairs, etc.) at no expense.

Hotels will be expected to cooperate with IACP candidates and allow campaign materials to be placed in the hotel lobby.

Each hotel will provide a desk, telephone, and two (2) chairs for use as the Host Chief/Host City information desk.

The Convention and Visitors Bureau will work with IACP to secure the best possible hotel rates available during the time of the IACP Annual Conference, and to emphasize the most reasonable and flexible price policies for food and beverage functions conducted on hotel property.

2. Housing Bureau - In cooperation with the Association, the Convention and Visitors Bureau or Chamber of Commerce shall set up a housing bureau to process all requests for room reservations made in connection with the IACP conference.

A representative from the Housing Bureau is required to oversee a housing desk during registration of delegates throughout the dates of the conference, and during all hours which delegate registration is open.

Room and suite assignments are controlled by IACP Headquarters to assist members, state associations, and exhibitors with special accommodations sought by them. Fifty (50) sleeping rooms assigned by IACP will be set aside for use of the Host Department.

3. Registration Assistance - Additional registration assistance will be required from the local Convention and Visitors Bureau or Chamber of Commerce. IACP will expect some of this assistance to be furnished at no charge. There will also be a need for assistance in selling banquet tickets; IACP products; restaurant reservations; and travel arrangements.

IACP will notify the Host City at least thirty (30) days prior to the conference of the assistance necessary to make the conference successful and smoothly run.

4. Exhibit Space - Approximately 250,000 gross square feet of exhibit space is needed to accommodate a minimum of 1,200 - 10' X 10' exhibit booths with 10' aisles as well as cafe and demonstration areas. The exhibit area should be located immediately adjacent to where meeting and general assemblies are held. It is preferable to have all exhibit space located on one (1) level of the convention center.

The exhibition is open for three (3) days during the conference: Sunday, Monday and Tuesday. IACP requires possession of the exhibit hall Tuesday by 8:00 a.m. prior to the opening of the hall on Sunday. IACP will release possession of the exhibit hall at 12:00 p.m., Thursday following the close of the exhibition on Tuesday.

5. Meeting Rooms - A large meeting room or auditorium, with theater seating to accommodate a minimum of 3,000 persons and a platform dais for forty (40) people, is a minimum requirement for the Opening Ceremony and General Assemblies. This room shall be equipped with public address system and adequate microphones.

In addition, refer to the attached ROOM SPECIFICATION SHEET for a list of current room sets and capacities.

These meeting space requirements are a projection of the space normally used at the IACP conference. Specific requirements may differ. IACP Headquarters staff will provide final meeting specifications to all facilities six (6) months prior to the beginning of the conference. A tentative schedule of events will be provided to the facilities one (1) year prior to the conference.

6. Conference Registration Area - IACP conference registration requires two (2) separate areas; one for delegate registration and the other for exhibitor registration. It should be noted that electrical power for computer registration will be required. Approximately 7,000 gross square feet is needed for delegate registration and approximately 6,000 gross square feet for exhibitor registration. Both areas shall be located in a hall or foyer immediately adjacent to the meeting rooms and the exhibit hall. The registration area must be available for set-up on Tuesday morning preceding the conference.

## IACP RESPONSIBILITIES

The IACP exhibition is the largest of its kind and displays products, equipment and services relevant to every facet of police work. Therefore, exhibitors contribute in large measure to the overall success of the conference.

IACP Headquarters staff will work closely with, and provide information as needed, to the Host Chief and Host City Convention and Visitors Bureau and Chamber of Commerce.

All arrangements for planning and inviting program participants, activity scheduling, etc., are handled by IACP. Printing of the official conference program will be done by IACP.

IACP Headquarters handles all administration relevant to displays at the conference. Proceeds from the sale of exhibit space is, by Rule 16, Section 3, deposited in the Association general fund.

Exhibitors are given a determined number of full conference participation badges for each booth rented. Additional representatives are registered for the exhibit floor only.

1. Conference Badges - All attendees will be badged by IACP as the conference is a closed event, open only to Association members and their guests. The badges will be color coded for the following: media representatives; exhibitor full conference participation; exhibit hall only participation; active/life members; associate members; spouse/guests/host department; past presidents, security, staff and executive committee members.
2. Registration Area at the Conference Site - In addition to the registration of delegates and exhibitors, the registration area will include:
  - A. 8' X 10' booths for the candidates seeking election to an IACP office, as well as a minimum of two (2) tables, four (4) chairs, and electricity.
  - B. Space for the city having the conference the following year to distribute information and answer questions.
  - C. An area for IACP products and banquet ticket sales.

- D. Services such as travel, housing desk, restaurant reservations, general information and message center.
  - E. Space for other groups to sell tickets or distribute information as approved by the Executive Director of his/her designee.
  - F. A minimum 20' X 30' area for the IACP booth.
  - F. Other areas as assigned and approved by IACP.
3. Opening Reception - The Opening Reception for all delegates, guests and exhibitors will be held Sunday evening. All details and expenses are the responsibility of IACP. IACP may choose to substitute another event in place of the Opening Reception.
  4. Annual Banquet - Except for the entertainment, which will be provided by the Host Chief, the Annual Banquet on Wednesday night is the responsibility of IACP.
  5. Meeting Room Assignments - All meeting room assignments in participating hotels and the convention center will be done at IACP Headquarters. All requests must be approved and confirmed by IACP staff.
  6. Election of Officers - All coordination necessary for the annual election of officers for the Association will be done by IACP, except for those responsibilities relating to the election as previously described under "Host Chief Responsibilities".
  7. Telephones - IACP will order telephones as needed for their operations during the conference. The Host Department is responsible for ordering telephones for their needs, or for areas of which they are responsible.
  8. Equipment - IACP will order office equipment as needed for their operations during the conference. The Host Department is responsible for ordering office equipment for their needs, or for areas of which they are responsible.
  9. Opening Ceremony - All coordination necessary for the Opening Ceremony will be done by IACP except for those responsibilities relating to the Opening Ceremonies as previously described under "Host Chief Responsibilities." The IACP President will act as Master of Ceremonies for this event.

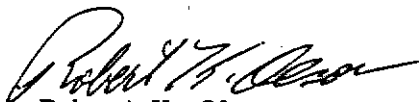
10. First and Second General Assemblies - All coordination necessary for the First and Second General Assemblies will be done by IACP. The IACP President will act as Master of Ceremonies for these events.
11. Convention Center Rental Fee - IACP is responsible for the convention center rental fee except for those rental charges incurred in relation to holding Host Chief's Night at the convention center (should the Host Chief decide to hold this event at the convention center, and should an additional rental fee apply).



## STATEMENT OF AGREEMENT

I have read the Host Chief/Host City Responsibilities and understand the importance of fulfilling these responsibilities as Host Chief/Host City. I agree that all responsibilities as outlined can, and will, be met by my department/city to insure the success of the IACP conference.

City: Minneapolis, Minnesota



Robert K. Olson

Signature of  
Host Chief Operating Officer



Sharon Sayles Belton

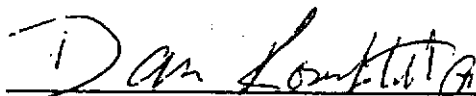
Signature of  
Host City Mayor/Manager

3/28/96

Date

March 28, 1996

Date



Signature of  
IACP Executive Director

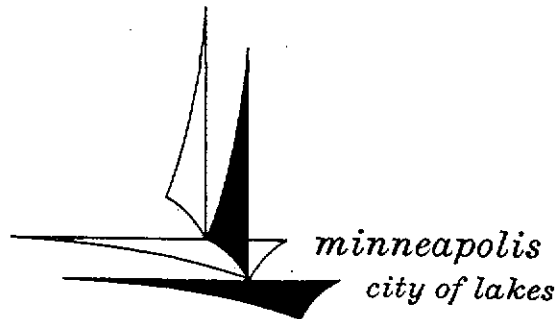
8/28/96

Date

MINNEAPOLIS POLICE DEPARTMENT  
350 South Fifth Street - Room 130  
Minneapolis Minnesota 55415-1389

(612) 673-2853  
(612) 673-2613 FAX

ROBERT K. OLSON  
CHIEF OF POLICE



March 1, 1996

Mr. Dan Rosenblatt, Executive Director  
International Association of Chiefs of Police  
515 North Washington Street  
Alexandria, VA 22314-2357

Dear Mr. Rosenblatt:

We would like to take this opportunity to cordially invite the International Association of Chiefs of Police (IACP) to Minneapolis for the 2002 Annual Conference. It would be a great honor to host this event for the 14,000 IACP members and their families on the 109th anniversary of this worldwide organization dedicated to advancing our noble profession.

As Chief of Police for the city of Minneapolis, I invite you to visit and enjoy the city once again. In 1991, as a visiting Chief, I had the opportunity to tour the city as it hosted the IACP conference. I was impressed with the spectacular scenery, great hotels and restaurants, its accommodating citizens, the professionalism of the police officers, and the quality of planning that was put into organizing that impressive and successful conference. Now as the Chief, I would consider it a great honor for us to be your host and allow us to replicate and enhance that fine effort put forth by the Department.

The Minneapolis area has many things to offer the IACP members and their families: first-class convention facilities and hotels, a clean and modern downtown area, professional sports, the Mall of America, family entertainment and an 1,100 member police department that will be dedicated to your enjoyment of our many other amenities in the "City of Lakes."

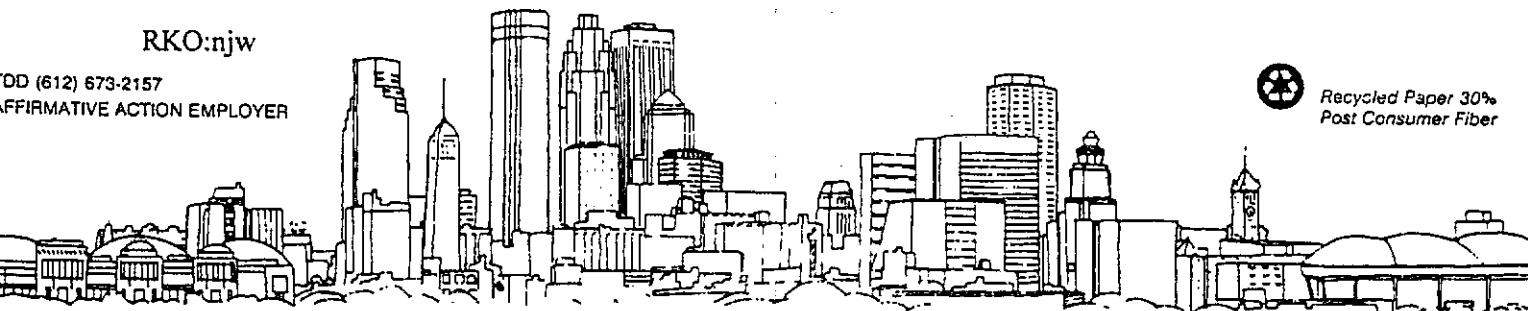
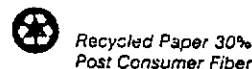
We wish to thank you for your consideration of Minneapolis as a site for the annual conference in the year 2002. We are eager to host this conference and would be proud to showcase the men and women of the Minneapolis Police Department.

Sincerely,

ROBERT K. OLSON  
Chief of Police  
Minneapolis Police Department

RKO:njw

DD (612) 673-2157  
AFFIRMATIVE ACTION EMPLOYER



OFFICE OF THE MAYOR  
350 South Fifth Street - Room 331  
Minneapolis Minnesota 55415-1393

(612) 673-2100  
Fax (612) 673-2305

SHARON SAYLES BELTON  
MAYOR



International Association of Chiefs of Police  
c/o Windy K. Christner  
515 North Washington Street  
Alexandria, VA 22314-2357

Dear Members of the International Association of Chiefs of Police:

On behalf of the citizens of the City of Minneapolis, I wish to extend an invitation to your organization to visit our city for the annual International Chiefs of Police conference October 3-10, 2002.

We would be pleased to host this important event. We were honored to host the conference in 1991, and would like the opportunity to welcome you back a second time. Minneapolis has much to offer your members and their families: a nationally renowned parks system, beautiful lakes, excellent shopping opportunities, fine dining, sports facilities, and much more.

Should you select Minneapolis as your convention site, I'm sure you will have a productive conference. You will see first-hand how we have implemented your organization's cutting edge crime control methods, community policing, and creation of a citizen-police partnership with sweeping success. We know IACP consistently creates new, innovative ways to deal with our country's crisis of crime. We realize too that law enforcement is a very difficult and often thankless profession. Your efforts do not go unnoticed by the citizens of the City of Minneapolis nor by me.

Thank you for considering Minneapolis as the site for your annual conference in the year 2002. You will truly have the key to the city if you do decide to visit us again.

Sincerely,

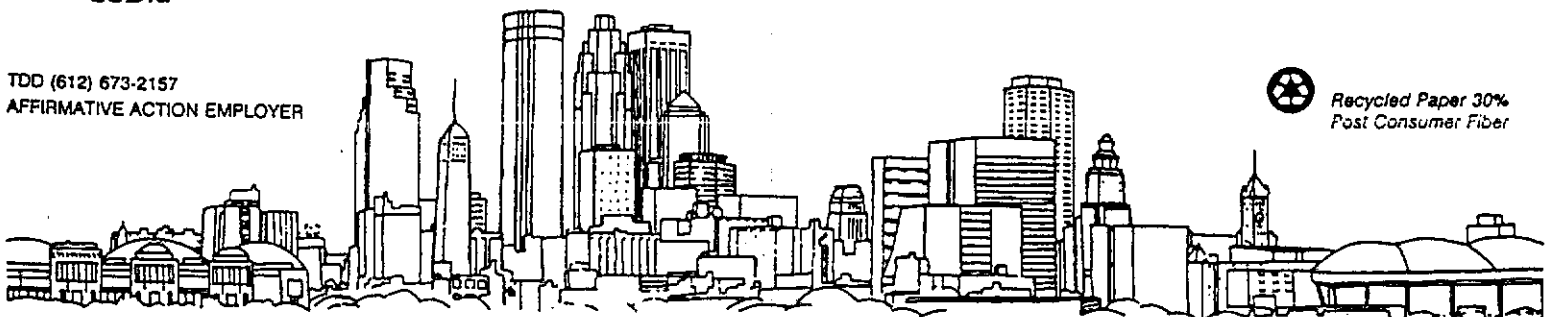
Sharon Sayles Belton  
Mayor

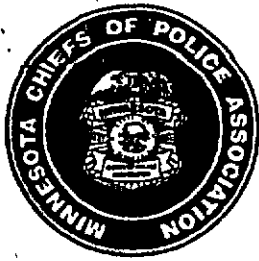
SSB:d

TDD (612) 673-2157  
AFFIRMATIVE ACTION EMPLOYER



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MINNESOTA CHIEFS OF POLICE ASSOCIATION  
MINNESOTA CHIEFS OF POLICE EDUCATIONAL FOUNDATION

*Lloyd F. Rivers, Executive Director*  
1220 South Concord Street • South Saint Paul, MN 55075  
Phone (800) 377-4058 • (612) 457-0677 • Facsimile (612) 457-5665



February 22, 1996

Lt. Mike Fossum  
Research & Development  
Minneapolis Police Department  
350 South Fifth Street  
Minneapolis, MN 55415

Dear Lt. Fossum:

Yesterday, the Minnesota Chiefs of Police Association Board of Directors were apprised of Minneapolis' interest in hosting the IACP Conference in the year 2002.

The Board was unanimous in its decision to "wholeheartedly support" Minneapolis in this effort.

If we can be of further assistance to you in this quest, please feel free to contact me.

Sincerely,

MINNESOTA CHIEFS OF POLICE ASSOCIATION

*Lloyd F. Rivers*  
Lloyd F. Rivers  
Executive Director

LFR:kp

cc: Deputy Chief Rick Schultz, Minneapolis Police Department  
Chief Brad Kollmann, President, St. Peter Police Department

# The Hennepin County Chiefs of Police Association

**Bill Jacobs, President**  
**Bill Bernhjelm, Vice President**

**Joy Rikala, Secretary-Treasurer**  
**Len Harrell, Chaplain**

February 20, 1996

International Association of Chiefs of Police  
515 North Washington Street  
Alexandria, VA 22314-2357

ATTN: Wendy Christner, Manager, Conferences and Exhibits

Dear Ms. Christner:

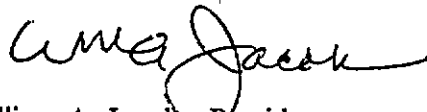
Chief Robert Olson of the Minneapolis Police Department has informed us of his agency's proposal to host the 109th annual IACP conference in the year 2002 in Minneapolis. He has the full support of the Hennepin County Chiefs of Police Association in his efforts.

Our association represents the leaders of nearly fifty city, county, state, and federal law enforcement agencies that operate in Hennepin County, the largest county in Minnesota. Most of our members were actively involved in the 98th conference in 1991, hosted by Chief John Laux and his staff. We are enthusiastic that the IACP would again consider Minnesota and the Twin Cities metropolitan area as the site for an upcoming conference.

The IACP annual conference is the largest police management conference in the world, and hosting such a large and prestigious event requires the cooperation and efforts of many agencies. We have given Chief Olson our assurance that Minneapolis will receive the support that will assure that Minneapolis again hosts the best conference ever.

Wishing you continued success.

Sincerely,



William A. Jacobs, President  
**HENNEPIN COUNTY CHIEFS OF POLICE ASSOCIATION**

cc: Chief Robert K. Olson

March 11, 1996

Ms. Windy Christner  
Manager, Conference and Exhibits  
International Association of Chiefs of Police  
515 North Washington Street  
Alexandria, VA 22314-2357

Dear Windy:

It is with great pleasure that I am able to again submit a proposal to welcome back the International Association of Chiefs of Police for the Annual Conference in 2002. Your members' reaction to the 1991 Minneapolis Conference was extremely positive and with the improvements to our convention package, 2002 will be even better.

We have tried to make this proposal as easy and factual as possible. Combining our information with your Request for Information and Cost Comparison sheet makes it even more thorough. During your process of narrowing down the number of cities being considered, this information will make it easy for you to assemble the specific areas that are important in your presentation to the Executive Committee.

Although you are very familiar with Minneapolis, I would like to emphasize a few points that we believe make Minneapolis unique when compared to many other cities:

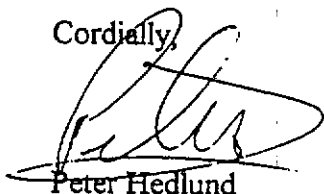
1. With your Minneapolis conference you will not only have the complete support of the City of Minneapolis Police Department, but also that of the State of Minnesota and other departments and law enforcement organizations throughout the state.
2. Out of a total room block of 7,430, 2,725 rooms are within easy walking distance of the convention center, and 2,500 rooms are connected to the convention center and each other via the world's largest climate-controlled skyway system.
3. You will have a variety of options when selecting your overflow housing, giving you more strength in terms of rate negotiations.
4. Minneapolis is truly a city that works. Not only is downtown Minneapolis the center of business activity in the upper Midwest, but also the entertainment community as well. The finest restaurants, night clubs, museums, live theater and sports are all located in downtown and are actively supported by Twin Cities residents.
5. The 30,000 residents who have chosen to make downtown Minneapolis their home love to share their lifestyle, activity, safety and cleanliness with visitors from all over the world.

Ms. Windy Christner  
March 11, 1996  
Page 2

6. The partnership between Northwest and KLM Airlines has made Minneapolis/St. Paul International Airport one of the most accessible in the country, with daily non-stop flights from both Europe and Asia.

One of the things I like best about our industry is the relationships we build beyond the "strictly business." Our relationship, Windy, certainly falls into that category, and all of us in Minneapolis look forward to producing the finest conference experience your members have enjoyed since their last Minneapolis meeting. If you have any questions, please call me personally. I look forward to our presentation to your Board in April.

Cordially,

A handwritten signature in dark ink, appearing to read 'Peter Hedlund', is written over a horizontal line.

Peter Hedlund  
Vice President, Sales

March 11, 1996

Ms. Windy Christner  
Manager, Conference and Exhibits  
International Association of Chiefs of Police  
515 North Washington Street  
Alexandria, VA 22314-2357


Dear Ms. Christner:

On behalf of the Greater Minneapolis Convention & Visitors Association, I would like to extend a warm and sincere invitation to host the 2002 Annual Conference of the International Association of Chiefs of Police in Minneapolis.

Minneapolis has long had an outstanding reputation as a recreational and cultural destination. With the construction of the Minneapolis Convention Center and the Minneapolis Hilton & Towers Hotel, we now have a growing reputation as a prime convention destination.

We look forward to the opportunity of proving how successful your convention will be in our fine city. If I can be of any assistance to you, please call on me directly at 612/661-4722.

Sincerely,



Greg D. Ortale  
President and CEO

GDO/sb